

WORK ASSIGNMENT

CONTRACTOR: Scientific Consulting Group, Inc (SCG)
CONTRACT NUMBER: EP-D-14-001
WORK ASSIGNMENT NO:

WORK ASSIGNMENT TITLE: Indoor Air Science and Tech Support

**WORK ASSIGNMENT
MANAGER:** Laura Kolb
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LEVEL OF EFFORT:

PERIOD OF PERFORMANCE: Jan 1, 2016 – Dec 31, 2016

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an inherently governmental function.

1. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authority to conduct research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, with other Agencies and organizations at the federal level, and with other nations to promote effective approaches to identify and solve indoor air quality problems.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

Task 1: The contractor shall prepare a cost estimate.

THIS WORK ASSIGNMENT REQUIRES SPECIFIC AREAS OF EXPERTISE AS FOLLOWS:

1 – IAQ expert(s) - expert with at least 10 years documented experience writing and working on Indoor Air Quality (IAQ) economic/technical/science issues – relevant areas of expertise may include mold, flooding, water/moisture problems in buildings, indoor chemistry, climate change and IAQ, resilient building design, IAQ and public health, biocides, building science, residential construction, multi-family building construction, commercial construction, building forensics, IAQ and economics, epidemiology, and statistics.

2 – Building scientist(s) - building science expert(s) with at least 7 years documented experience, including experience as an instructor and presenter on moisture control in buildings, mold cleanup, and/or other IAQ issues. Extensive field experience related to fixing IAQ problems including water/ moisture and mold problems buildings is essential.

3 – Public health or environmental health professional(s) - with extensive experience (at least 7 years) on IAQ topics such as mold related health effects/ environmental health issues, and/or environmental health experts with expertise in building science & IAQ issues.

4 – Graphics specialist/artist - professional artist or cartoonist with extensive experience (published in at least 5 technical/scientific type works) creating graphics/ artworks/ drawings/ cartoons to illustrate technical and/or scientific topics. Artist must be able to work/ interact effectively with computer expert (s) and technical writers.

5 - Computer expert - must have at least 5 years experience with website/app design, must be closely familiar with EPA standards for web materials.

6 – Research librarian – must have at least 5 years experience with complex scientific/ technical literature searches.

7 - Professional editor – must have at least 7 years experience working with scientific/ technical publications.

8 –Additional expertise that may be needed:

- a - layout and design for print or electronic technical publications or information
- b - technical writing
- c - expertise in the design and creation of camera-ready electronic files, in state-of-the-art publishing software including Adobe InDesign, experience with editing and print related technical issues from creation to final product
- d - communication techniques and strategies for scientific/ technical topics for multiple audiences, experience creating low literacy publications/messages from complex technical materials
- e - speakers and/or participants who can provide technical representation of IAQ issues at conference and meetings

THE CONTRACTOR SHALL PROVIDE RESUMES OF ALL STAFF WHO WILL PERFORM THIS WORK

This is a continuation of the Indoor Air Science and Tech Support project. The contractor shall prepare a new cost estimate for all tasks described in this Work Assignment. Estimates in the cost proposal shall include travel and disposable equipment costs necessary to implement the program.

For Tasks 2-4, one or more in-person or phone meetings between the contractor staff and WAM will be needed to discuss details and scheduling (Meetings will be scheduled at mutually agreeable times, to be arranged.) **No tasks will be performed without explicit authorization from the WAM.**

Task 2 - Provide editorial, content, and design support for updates or new IAQ technical/ science web pages or content including graphics (on EPA website) and/or EPA mobile sites or apps content.

SOW A2(a, e), B2(b, c, e), D2 (a, b, c, d, e, f, h, l, m, o), E2 (a, b, c)

Provide professional support for minor edits or rewriting of existing EPA webpages or development of new ones. Provide professional support for development of graphics or other items to enhance EPA webpages. Provide professional support for minor edits or rewriting of existing EPA mobile sites or apps, or development of new ones. WAM will specify any editing, research items or rewrite work required. Writing work will be primarily in Word format.

For the purposes of the cost estimate, assume: 1) there are minor updates/edits to the text of 4 existing webpages/ factsheets and, 2) 8 new graphics/infographics are developed for use on the EPA website. All web related items must be in compliance with EPA rules and standards including Section 508 compliance. Deliverables must be compatible with EPA software and requirements, such that materials that are generated and intended for use on the EPA website can be used without alteration.

Task 3 - Support for creating and promoting Indoor Air Quality (IAQ) technical or science related materials or projects including editing, writing, review, technical communication efforts

SOW A2(a, e), B2(b, c, e), D2 (a, b, c, d, e, f, h, l, m, o), E2 (a, b, c)

Provide professional editing, writing, and review of technical/scientific materials and research. Provide support for the development of or revision to EPA mold/ moisture/ flood/ biologicals or other IAQ documents, web documents, online courses, presentations, or other guidance or educational materials. Webinars, videos and online CME or other educational materials may be developed.

This task may also include support with communication with professionals on IAQ topics including radon. It may include interaction with EPA staff at the EPA Office of Research and Development, and others on mold/ moisture/ flood/ biologicals/ IAQ science/ technical related issues. It may also include distribution and response to public comments, and development of final documents including photography/ graphics/ layout/ camera-ready copy, meeting or conference support, and related work/items.

For the purposes of the cost estimate, assume that 2 factsheets are created, 4 outreach presentations by IAQ experts on EPA IAQ related subjects are made at national meetings, and that the draft online moisture course for professionals (in progress) is completed (working with content from existing EPA document *Moisture Control Guidance for Building Design, Construction, and Maintenance*). Also assume that the flood related cleaning whitepaper analysis (in draft) and accompanying peer reviewed paper submission is completed (in progress). Also assume that 2 analyses of complex IAQ topics are done in the style of a peer reviewed paper, such that the resulting analyses/papers would be appropriate for submission to peer reviewed journals. Experts in building science/IAQ will be needed in addition to an experienced technical editor.

Task 4 - Indoor Air Quality (IAQ) issue research and analysis support

SOW A2(a, e), B2(b, c, e), D2 (a, b, c, d, e, f, h, l, m, o), E2 (a, b, c)

Provide professional analysis, editing, writing, and research support, including document and book search and retrieval for mold/moisture/IAQ/particulate matter/ hurricane response related work. This may include assistance with research on and analysis of multiple IAQ related topics which may include: biocides, flood cleanup, emerging energy and IAQ issues including formaldehyde, drywall, IAQ and emergency preparedness, weatherization, particulate matter (PM), VOCs, products, green buildings, asthma, allergies, IAQ & public health, ventilation, building envelopes, IAQ economics, nanotechnology, and building products.

For the purposes of the cost estimate, assume this work includes research and analysis related to emerging IAQ issues on climate change, particulate matter (PM), and general IAQ, and that one 20-page related technical deliverable/report/white paper on indoor

PM is generated. Also assume that four, 1-3 page fact sheets/ white papers on adapting residential structures for climate or weather extremes are generated.

Also, for the purposes of the cost estimate, assume that 2 complex literature searches are completed, 50 articles/15 books are retrieved, 2 experts are consulted by phone (2 hours each) on complex IAQ issues, 2 documents of approximately 15 pages each are written in response to new/emerging specific IAQ issues or questions, 4 documents are reviewed, and comments are supplied to EPA by building science/IAQ experts. An expert (s) in building science/IAQ will be needed in addition to an experienced technical editor. No reviews or research will be performed, nor items retrieved, without explicit instruction from the WAM.

5. TIME SCHEDULE AND DELIVERABLES

The deliverables shall be due as agreed between WAM and contractor roughly following the schedule below. The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Unless otherwise mutually arranged, written reports and documents must be submitted in Word, camera ready publications/ documents in Adobe InDesign, web publications in HTML. All original materials retrieved (articles, books, reports, etc) and all originals of artwork/graphics /hard copy photos will be submitted to WAM prior to the end of the contract. Copies of all electronic photos shall be submitted to EPA prior to contract end as JPEG files or other format acceptable to the WAM as appropriate.

<u>TASK NO:</u>	<u>DELIVERABLE</u>	<u>DUE DATE</u>
1	Cost estimate	Within 20 calendar days after the effective date of the work assignment
2	Updates to science web pages/ infographics	Ongoing
3	IAQ factsheets/ presentations	Ongoing
3	Final Moisture course/analyses	Fourth quarter 2016
4	IAQ research/analysis support	Starts ASAP, ongoing
5	Master and an archive copy of all deliverables and drafts	December 31, 2016